



Job Central User Guide

Job Seeker

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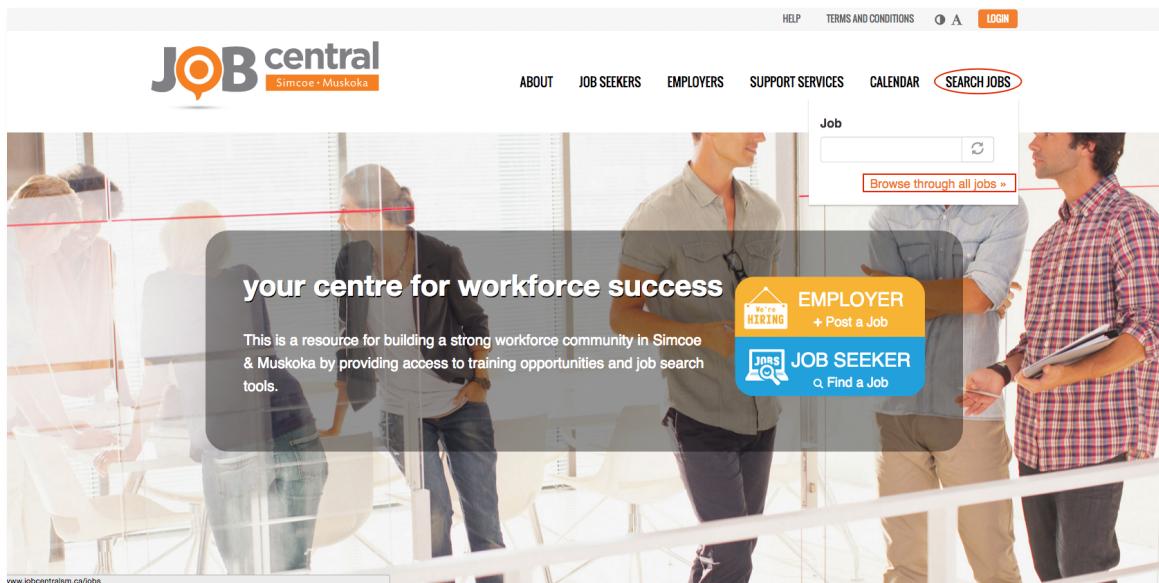
Job Seeker User Guide

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Job Seeker User Guide

Searching for a Job

Use the search tool to find a relevant post by keyword; such as job title or employer name.



Use the advanced filter to narrow your results by postal code, city/town or by km from postal code.

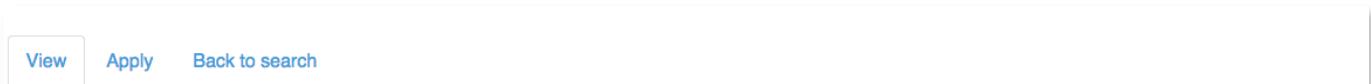
A screenshot of the Job Search results page. On the left, there is a list of three job postings: "Pizza cook (shift manager)" posted 2 days 1 hour ago, "Pizza cook (manager)" posted 2 days 1 hour ago, and "Cook" posted 2 days 21 hours ago. Each posting includes a small "Job Bank" logo, the job title, the posting date, and the location (Barrie or Orillia). On the right, there is a sidebar with an "Employment services assistance" button. Below it is a search form with fields for "Job" (containing "cook") and "Location" (containing "10 km"). A text input field says "Enter the name of a city or a postal code to find a job near you" and an "Apply" button is at the bottom.

Applying to a Job Central Job Post

Once you have found a job and would like to apply, click the link to open up the full page post.

The screenshot shows a job listing for a "Project Facilitator Assistant/Office Assistant" at the Simcoe Muskoka Workforce Development Board in Barrie, Ontario. The listing is temporary or student work posted on April 24, 2015. The job requirements include a Microsoft office suite, Grade 12 diploma or equivalent, and must be returning to school full time in the fall. Soft skills listed are detail oriented and excellent customer service skills. The job description states the Simcoe Muskoka Workforce Development Board is seeking a summer student to join their team and assist with various projects. Duties include general administrative support, assisting with meetings, note-taking, drafting basic office documents, and project facilitation, research, and community outreach. The term of employment is temporary or student, and the position level is entry/junior. A map shows the location near St. Vincent St., Bell Farm Rd., and Cynthia Ct. in Barrie. An "Apply now" button is visible at the bottom left.

You will see on the top of the job post 3 tabs that say “View”, “Apply” and “Back to search”. You can toggle between these tabs. The back to search tab will take you back to the job search page. Apply will take you to the Application.



Click the “Apply now” button when you are ready to apply for the job posting. Make sure to fill in all the required fields (as indicated with a red asterix*).

Apply for: Project Facilitator Assistant/Office Assistant

Email

The email to associate with this registration.

Name *
First name * Last name *

Primary phone * **ext**

Secondary phone

Postal Code *

This information is not sent to the employer of this job, but rather may be used by JobCentral and the Simcoe-Muskoka Workforce Development Board® in aggregate reporting.

Cover letter No file chosen
Files must be less than 100 MB.
Allowed file types: doc docx pdf rtf txt odt.

In addition, it is highly recommended that you fill out the whole application ie. Cover letter, Resume and the Questionnaire.

Cover letter No file chosen
Files must be less than 100 MB.
Allowed file types: doc docx pdf rtf txt odt.

Resume file No file chosen
Files must be less than 100 MB.
Allowed file types: doc docx pdf rtf txt odt.

Years of experience in Forklift certification question 1? Not Applicable

question 1?

Submit application **Cancel**

Hit “submit application” when ready.

Applying to Other Job Posts

Once you have found a job and would like to apply to it, click the link to open up the full page post. If the job you have selected does not have an “Apply now” button, you will need to follow the directions for applying by clicking on “See full job details” provided by the employer.

The screenshot shows a search results page with two job listings. The first listing is for a 'Lawn Care Technician' at Bracebridge posted 3 days 1 hour ago. The second listing is for a 'Co-ordinator, geriatric recreational and leisure activities (Recreational Therapy Assistant)' at Barrie posted 3 days 2 hours ago. Red arrows point from the text 'click the link to open up the full page post.' to the job titles.

Lawn Care Technician
3 days 1 hour ago
Bracebridge

Co-ordinator, geriatric recreational and leisure activities (Recreational Therapy Assistant)
3 days 2 hours ago
Barrie

time (6)

Event Spotlight

No events were found based on this criteria.

The screenshot shows a job posting for 'Park Staff' at 'Whispering Pines'. The posting is dated May 04, 2015, and is located in Gravenhurst. The job description includes responsibilities like working with the public, booking and closing camp reservations, and delivering firewood. It lists requirements such as customer service, health and safety courses, and no experience required (will train). Qualifications include a Grade 12 diploma or equivalent. Soft skills listed are the ability to work in all types of weather, flexibility, adaptability, and friendliness. The posting ends with an 'Apply now' button and social sharing links.

View Apply Back to search

Park Staff

Whispering Pines Posted on May 04, 2015 Located in Gravenhurst

Job Description

Work directly with the public, book, register and close camp reservations.

A general knowledge of area and attractions would be beneficial.

Deliver firewood to camp sites.

Job requirements:
Customer service
Health and safety courses
No experience required - will train

Qualifications:
Grade 12 diploma or equivalent

Soft skills:
Ability to work in all types of weather
Flexible and adaptable
Friendly and personable

Term of employment: Temporary or Student
Position Level: Entry / Junior
Salary: \$14.00

Apply now

Share Tweet Share Email

A map of the area around Pineridge Centre, showing streets like Kingswood Dr., Pineglove Ln., Park Ln., Fairview Dr., and Hahne Dr. A yellow circle marks the location of Pineridge Centre. The map also shows the Cottage Country Family Health Team and Highway 11. A Google logo is visible in the bottom left corner.

If you have any other questions please contact info@jobcentralsm.ca or by using the feed back form found under About (<https://www.jobcentralsm.ca/about/feedback>)